

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

Date being mailed

DER

Dear DER:

The State Universities Civil Service System conducted a Biennial Institutional Compliance Audit of the Office of Human Resources at Institution, covering the period of Begin Date through End Date. Enclosed are the Draft Audit Report Findings and their corresponding appendices, which are based on information and observations obtained throughout the course of this audit process. As stated in the Biennial Institutional Compliance Audit Process and Procedures (BICAP), this Draft Audit Report "...provides ideas and suggestions, encourages a quick response to issues, and recommends long term solutions."

The next step is for you to submit your administrative response, or Institutional Corrective Action Plan (ICAP) on behalf of Institution. You are asked to please provide the ICAP to my office by Due date. The focus of the ICAP is to respond to the recommendation for each finding in an attempt to resolve that concern. Once the ICAP is received from the institution, it will be incorporated verbatim into the Final Audit Report. If you would like to further discuss the Draft Audit Report Finding(s) with System Office audit staff via teleconference prior to submitting your administrative response, or have additional information to submit that may impact a particular finding, please contact me to schedule an appropriate time.

On behalf of the audit team, we thank you and your staff for your cooperation and assistance throughout the entire audit process. Again, please feel free to contact me should you have any questions pertaining to the audit process or the Draft Audit Report Findings, at cindyn@sucss.illinois.gov or (217) 278-3150 ext 236.

Respectfully,

Lucinda M. Neitzel
Assistant Director, Operations and Audit Division

c: Person HR Director reports to
Internal Auditor

Institution Name

Draft Audit Report Findings



State Universities Civil Service System Compliance Audit

Date Mailed

Audit Period
Audit Period

Prepared by:

Lucinda M. Neitzel
Assistant Director, Operations and Audit Division

**State Universities Civil Service System
Audit and Advisory Services
Draft Audit Report Finding**

ENGAGEMENT: Institution Name

FINDING: Finding Description

MATERIAL X NON-MATERIAL

Criteria/Standards (i.e., what should exist):

Conditions/Facts (i.e., what actually exists):

Cause (i.e., why deficient condition occurred):

According to the institution,

Effect (i.e., impact of the problem):

Finding from Previous Audit:

This is noted as a repeat finding from the previous audit and will continue to be a violation if the University's practice is not changed. [Finding Code FY04, pages 11 and 12]

Recommendation:

Institution/Auditee:

_____ agrees with evidence supporting finding and/or findings.

_____ agrees with recommendation.

_____ disagrees

Institution's Representative: _____

Title: _____

Date: _____

Institution's Corrective Action Plan/Response:

**State Universities Civil Service System
Audit and Advisory Services
Draft Audit Report Finding**

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Institution's Corrective Action Plan/Response: